

**Minutes of
MINERvA Working Group Meeting (WGM)
Wednesday, January 11, 2006
1:00 – 2:30 PM Snake Pit**

Action Items:

- a) Project will provide words/bullets as to why this is chosen as the CD-4 definition and have the I&I part of the separate schedule from the project schedule and link it appropriately to shutdowns.*
- b) Dave to give Acquisition Plan to Joe Collins for comment.*
- c) PEP and PMP should go more or less hand in hand and thus should be updated/distributed together. (Dave)*
- d) Nancy to find out if procurement packages are needed for only long-lead-time items, or only items above a certain monetary threshold? What is the definition of “long lead-time”?*

Comments on Agenda:

- 1) Feedback on interchanges between the Directorate and OHEP [Mont] Mont not present for meeting..*
- 2) Discuss MINERvA Timeline[Ed] Ed shows new timeline with CD-0 in 2/06 and subsequent reviews roughly 3 months later than previous timelines shown. But if CD-2/3 approval comes in December then it might still be possible to get construction funds by 1/07 if there is a federal budget by then. Ed points out that this is a strawman timeline, and we are free to make suggestions for amendments.*

Some of the constraints that drive the schedule are that one typically needs 2-3 months from CD-0 to getting Acquisition Plan AE approval (it just takes that long to get through), then 1 month from when it is approved to when you can get CD-1, 1 month from DOE CD-2/3 Review to EIR review and then 2-3 months from EIR Review to AE Approval for CD-2/3. Not a lot of wiggle room for getting money by January 2007.

For a combined CD-2/3 review MINERvA needs all design specs and drawings done and then we will be completely ready for procuring items. Need a successful CD-2 (Lehmann) to request an EIR....so combined EIR CD-2/3 doesn't look realistic. If not all procurement packages will be ready for CD2/3, can go for a CD-2/3a where just the long lead time items/critical time items procurement packages are complete.

What is needed for documentation for the EIR is very similar to what is needed for CD2/3.

- 3) Discussion on Procuring Drip Ceiling for MINOS Hall [Nancy/Debbie] Bid packages are ready, waiting for Rob Plunkett's approval, he's returning to the US on 1/12. Will put req. through assuming that there is money and find out if there isn't if Jim Strait/Greg don't sign it.*

- 4) 413 Based CDR Development Discussion [Debbie/Nancy] *Writing assignments have been made, question about roughly how long the technical description of the detector could be, 40 pages was said to be appropriate length. Other portions of the CDR could sum to another 20-40 pages or so.*
- 5) TDR Format Requirements Discussion [Debbie/Nancy/All] *No new requirements for the TDR past what was originally expected.*
- 6) Discussion of outcome from Directors CD-1 Review and status of actions required for MINERvA to be at CD-1 (i.e. schedule, milestones, etc.) [Debbie/Nancy] *We have started addressing many Director's Review recommendations: appointed 5/6/7 coordinator Ron Ransome, revisiting PMT testing schedule in aggressive way, appointed folks to scrub the schedules, each WBS will get scrubbed by someone other than the L2 manager, top down and bottom up.*
- 7) Discuss CD-4 Definition (End of Project) [Debbie/Nancy/All] *After much discussion we have decided that as long as ANY part of installation depends on there being an accelerator shutdown, we will keep installation off the project. We will still look into what specific tasks need to be done with the MINOS near detector coil or electronics turned off. There are too many unknowns to have CD-4 include installation.*

Action Item: Project to provide bullets/words as to why this is chosen as the CD-4 definition and have the I&I part of the separate schedule from the project schedule and link it appropriately to shutdowns.

- 8) Status of CD-1 Documentation [Dave] *PEP is the closest thing to be ready to pass to DOE, Steve Webster has given comments as have Debbie and Nancy. PMP is not as ready but we will work hard to get it ready by end of January/mid-February.*
- 9) Status of Open Action Items from 23-November meeting: [Debbie/Nancy] *Everything on the list save Kevin getting CD-0 documentation was done before the director's review. Kevin in contact with Mike Procaro (1/12) on some of the CD-0 documentation.*

Action Item: Dave to give Acquisition Plan to Joe Collins for comment (I think Dave has already done this).

Action Item: PEP and PMP should go more or less hand in hand and thus should be updated/distributed together. (Dave)

Action Item: (This is mine for next time) The timeline states that we need procurement packages for long lead time items for CD3. I thought I heard we needed all procurement packages ready for CD3. Which is it? Is the cutoff a monetary cutoff or lead time cutoff or???